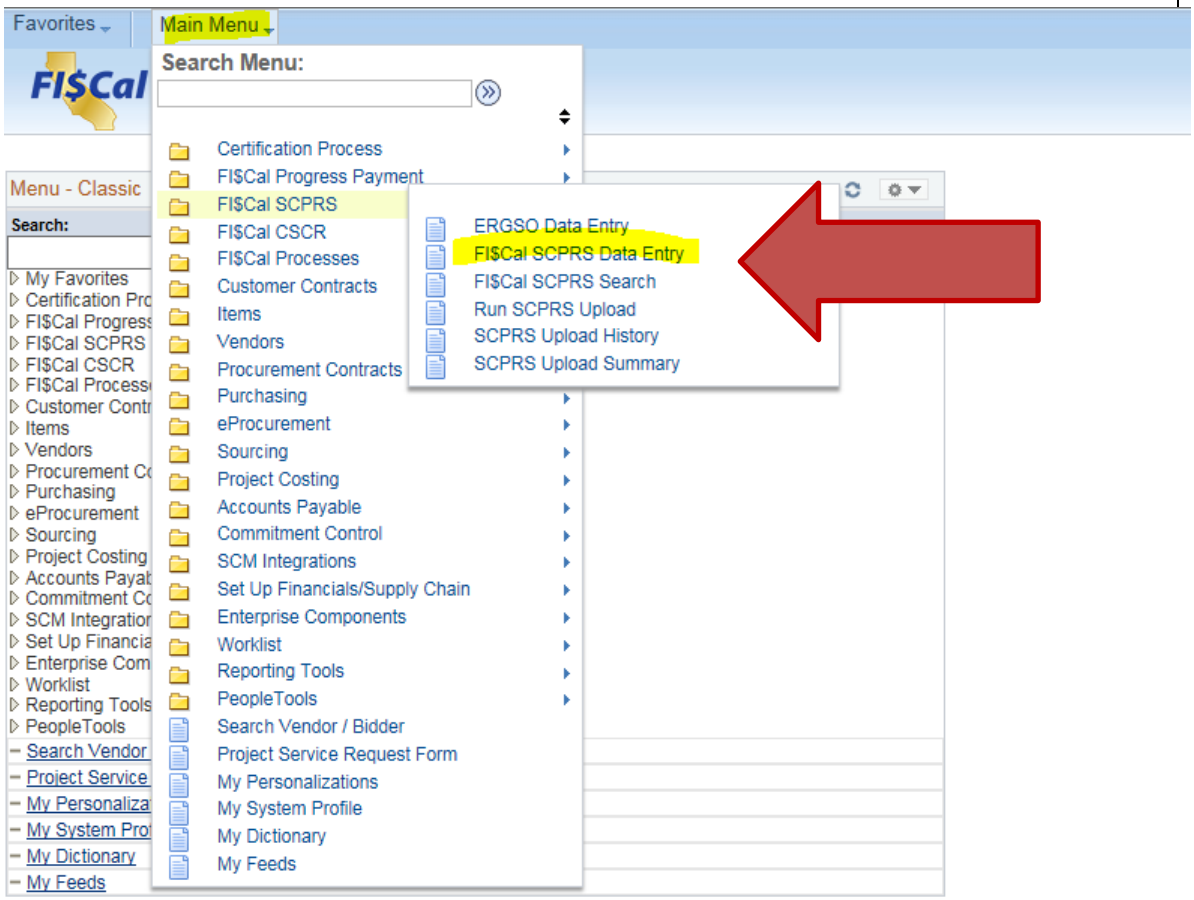
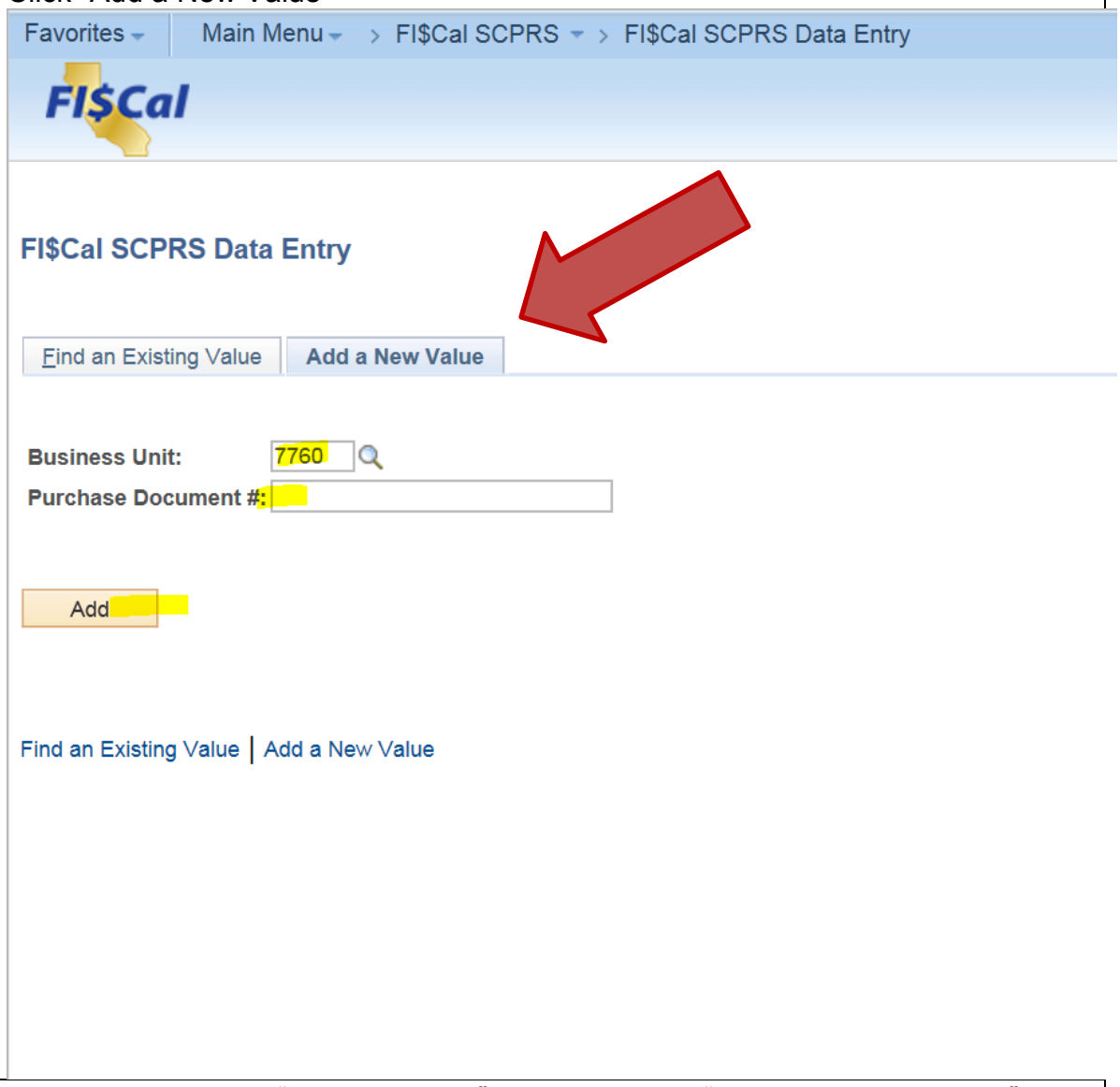
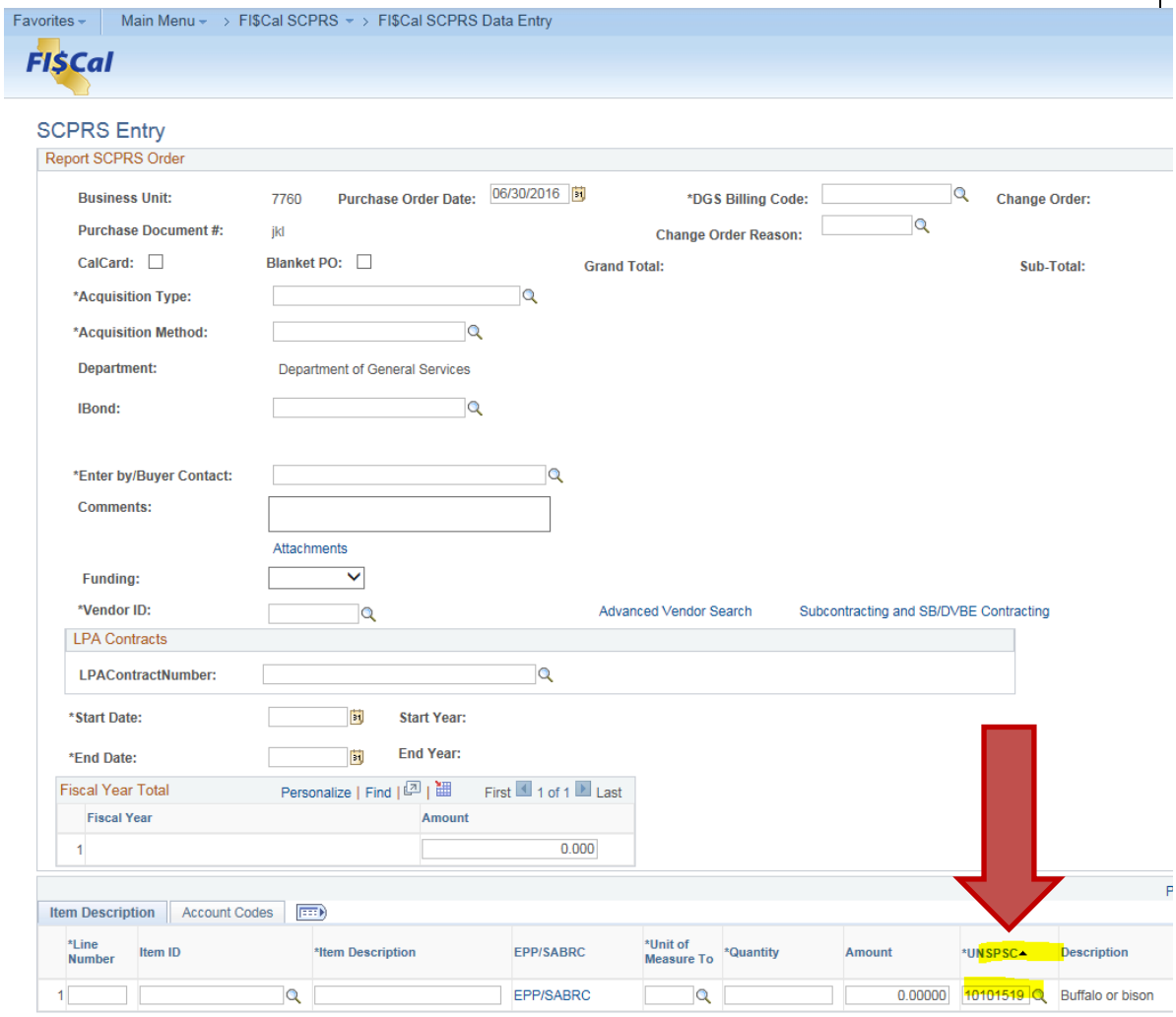
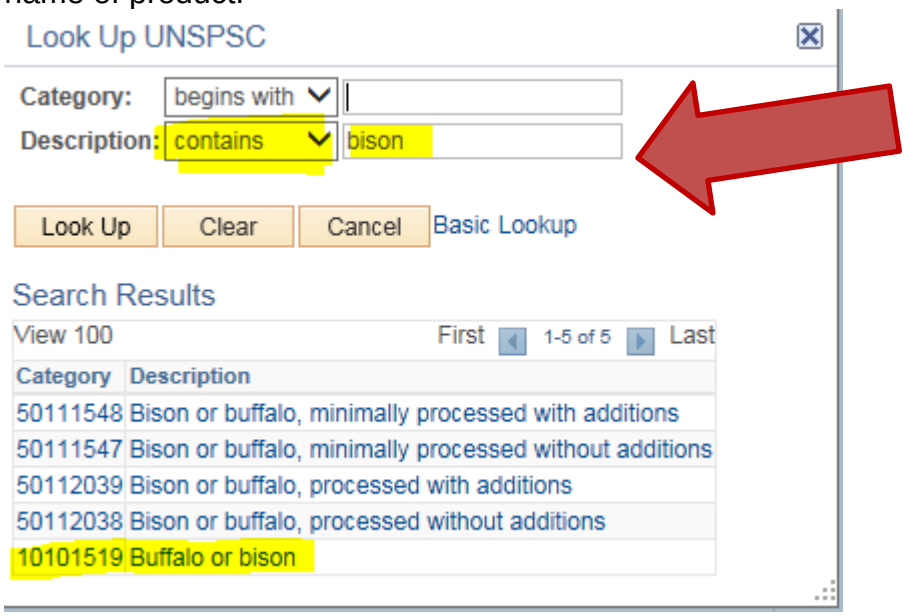
How to determine the correct UNSPSC Code

Step	Action
1	Log in to FI$Cal
2	Click “Main Menu”
3	Click “FI$Cal SCPRS”
4	Click “Run SCPRS Data Entry”



5	Click “Add a New Value” 
6	Enter your four digit “ Business Unit” and make up a “Purchase Document #”
7	Click “Add” button”

8	Enter UNSPSC code listed from the contract in the UNSPSC field. If UNSPSC code cannot be found please contact: helpunspsc@dgs.ca.gov 
9	Click the “Look Up” button

10	Description: Using drop-down arrow change “begins with” to “contains” enter name of product. 
11	If your UNSPSC code cannot be found please contact: helpunspsc@dgs.ca.gov